



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

RQ-3

May 23, 2002

Matt Mitzen, Treasurer  
City Political Action Committee (City PAC)  
P.O. Box 1198  
Chicago, IL 60690

Identification Number: C00187526

Reference: Year End Report (7/1/01-12/31/01)

Dear Mr. Mitzen:

This letter is to inform you that as of May 22, 2002 the Commission has not received your response to our request for additional information, dated May 1, 2002. This notice requests information essential to full public disclosure of your federal election campaign finances. To ensure compliance with the provisions of the Federal Election Campaign Act (the Act), please respond to this request (copy enclosed).

An adequate response must be received at the Commission by June 12, 2002. Adequate responses received on or before this date will be taken into consideration in determining whether audit action will be initiated. **Requests for extensions of time in which to respond will not be considered.** Failure to provide an adequate response by this date may result in an audit of the committee. Failure to comply with the provisions of the Act may also result in an enforcement action against the committee. Any response submitted by your committee will be placed on the public record and will be considered by the Commission prior to taking enforcement action.

Electronic filers must file amendments (to include statements, designations and reports) in an electronic format and must submit an amended report in its entirety, rather than just those portions of the report that are being amended. If you have any questions regarding this matter, please contact Scott Walker on our toll-free number, (800) 424-9530 (at the prompt press 1, then press 2 to reach the Reports Analysis Division), our local number is (202) 694-1130.

Sincerely,

A handwritten signature in dark ink, appearing to read "John D. Gibson", is written over a horizontal line.

John D. Gibson  
Assistant Staff Director  
Reports Analysis Division

Enclosure





FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

RQ-2

Matt Mitzen, Treasurer  
City Political Action Committee (PAC)  
P.O. Box 1198  
Chicago, IL 60690

MAY 01 2002

Identification Number: C00187526

Reference: Year End Report (7/1/01-12/31/01)

Dear Mr. Mitzen:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-Schedule A of your report (pertinent portion(s) attached) discloses one or more contributions which appear to exceed the limits set forth in the Act. 2 U.S.C. §441a(f) and 11 CFR §110.1(d) prohibit a committee and its affiliates from receiving any contribution from another political committee or person in excess of \$5,000 per calendar year.

If any apparently excessive contribution in question was incompletely or incorrectly disclosed, you must amend your original report with the clarifying information.

If any contribution you received exceeds the limits, you may have to refund the excessive amount. The funds can be retained if within 60 days of receipt, (1) the excessive amount was properly reattributed to another person, such as a joint account holder, by obtaining signed written authorizations from each person making the contribution pursuant to 11 CFR 110.1(k)(3), and (2) the treasurer informs the person making the contribution that he or she may request the return of the excessive portion of the contribution if it is not intended to be a joint contribution. Any request from a donor for a refund must be honored.



CITY POLITICAL ACTION COMMITTEE (CITY PAC)  
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Alternatively, the funds can be retained if within 60 days of receipt you (1) transferred the excessive amount to an account not used to influence federal elections, and (2) provided written notice to the person making the contribution of the option of receiving a refund. Any request from a donor for a refund must be honored.

If the foregoing conditions for reattributions or transfers to a non-federal account were not met within 60 days of receipt, the excessive amount must be refunded.

Please inform the Commission of your corrective action immediately in writing and provide a photocopy of your check for any transfer-out or refund. In addition, any reattributions should be reported as memo entries on Schedule A of the report covering the period during which the authorization for the reattribution is received. Any transfers-out or refunds should be disclosed on Schedule B supporting Line 22 or 28 of the report during which the transaction was made.

Although the Commission may take further legal action regarding the acceptance of an excessive contribution(s), prompt action by your committee to seek reattribution, transfer-out or refund the excessive amount will be taken into consideration.

-Commission Regulations require that a committee disclose the identification of all individuals who contribute in excess of \$200 in a calendar year. (11 CFR §104.3(a)(4)(i)) Identification for an individual is defined as the full name, mailing address, occupation and name of employer. (11 CFR §100.12) Your report discloses contributions from individuals for which the identification is not complete.

You must provide the missing information, or if you are unable to do so, you must demonstrate that "best efforts" have been used to obtain the information. To establish "best efforts," you must provide the Commission with a detailed description of your procedures for requesting the information. Establishing "best efforts" is a three-fold process.

First, your original solicitation must include a clear and conspicuous request for the contributor information and must inform the contributor of the requirements of federal law for the reporting of such information. (11 CFR §104.7(b)(1))



Second, if the information is not provided, you must make one follow-up, stand alone effort to obtain this information, regardless of whether the contribution(s) was solicited or not. This effort must occur no later than 30 days after receipt of the contribution and may be in the form of a written request or an oral request documented in writing. (11 CFR § 104.7(b)(2)) The request must:

- clearly ask for the missing information, without soliciting a contribution;
- inform the contributor of the requirements of federal law for the reporting of such information, and
- if the request is written, include a pre-addressed post card or return envelope.

Third, if you receive contributor information after the contribution(s) has been reported, you shall either a) file with your next regularly scheduled report, an amended memo Schedule A listing all the contributions for which additional information was received; or b) file on or before your next regularly scheduled reporting date, amendments to the report(s) originally disclosing the contribution(s). (11 CFR §104.7(b)(4))

Please provide the missing information or a detailed description of your procedures for requesting the information. For more information on demonstrating "best efforts," please refer to the Campaign Guide.

-Your report discloses limited payments for administrative expenses. Administrative expenses are payments made for the purpose of operating a political committee including, but not limited to, rent, utilities, salaries, telephone service, office equipment and supplies. Any such payments to a person aggregating in excess of \$200 in a calendar year must be disclosed on Schedule(s) B supporting Line 21(b) of the Detailed Summary Page. 2 U.S.C. §434(b)(5) If these expenses are being paid by a connected organization, your Statement of Organization must be amended to reflect this relationship. 2 U.S.C. §433(b)(2) In addition, if expenses have been incurred but not paid in a reporting period, the activity should be disclosed as a debt on Schedule D, if the obligation is \$500 or more, or outstanding for sixty days or more. 11 CFR §104.11

Any goods or services provided to your committee by a person, except



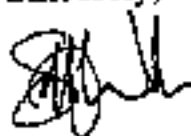
CITY POLITICAL ACTION COMMITTEE (CITY PAC)  
PAGE 4

volunteer activity (i.e., a person's time), would be considered an in-kind contribution from that person, and would be subject to the disclosure requirements of 2 U.S.C. §434(b)(3) and 11 CFR §104.13, and the limitations and prohibitions of 2 U.S.C. §§441a and 441b.

Clarification regarding administrative expenses should be disclosed during each two year election cycle beginning with the first report filed in the non-election year. Please verify that all expenses referenced above (i.e., rent, salaries, utilities, etc.) have been adequately disclosed. If these services have been provided by volunteers, please confirm this in writing.

A response or an amendment to your original report(s) correcting the above problem(s) should be filed with the Federal Election Commission within fifteen (15) days of the date of this letter. Electronic filers must file amendments (to include statements, designation and reports) in an electronic format and must submit an amended report in its entirety, rather than just those portions of the report that are being amended. If you need assistance, please feel free to contact me on our toll-free number, (800) 424-9530 (at the prompt press 1, then press 2 to reach the Reports Analysis Division). My local number is (202) 694-1130.

Sincerely,



Scott B. Walker  
Reports Analyst  
Reports Analysis Division



**SCHEDULE A (FEC Form 3X)**  
**ITEMIZED RECEIPTS**

 Use separate schedule(s)  
 or attach copy(ies) of the  
 identified Summary Page

 FOR LINE NUMBER: PAGE 17/68  
 (check only one)  
☒ 11a ☐ 11b ☐ 11c ☐ 12  
☐ 13 ☐ 14 ☐ 15 ☐ 16 ☐ 17

Any information copied from such Reports and Statements may not be sold or used by any person for the purpose of soliciting contributions or for commercial purposes, or for their use by any political committee to solicit contributions for such committee.

 NAME OF COMMITTEE (in Full)  
 CITY POLITICAL ACTION COMMITTEE (CITY PAC)

Full Name (Last, First, Middle Initial)		Date of Receipt
A. Andrew Mackinnon		12 / 20 / 2001
Mailing Address		
77 S Dear Park Dr		
City	State	Zip Code
Highland Park	IL	60045
FEC ID number of contributing federal political committee.		Amount of Each Receipt this Period
		4000.00
Name of Employer Next Ready		Occupation Business Owner
Receipt For:		Aggregate Year-to-Date *
Primary	General	10300.00
Other (specify) *		
		Transaction ID: SA11A1.4886

Full Name (Last, First, Middle Initial)		Date of Receipt
B. David Mackinnon		11 / 28 / 2001
Mailing Address		
2800 North Lake Shore Drive		61800
City	State	Zip Code
Chicago	IL	60657
FEC ID number of contributing federal political committee.		Amount of Each Receipt this Period
		250.00
Name of Employer Air Mortgage		Occupation Mortgage Agent
Receipt For:		Aggregate Year-to-Date *
Primary	General	250.00
Other (specify) *		
		Transaction ID: SA11A1.4872

Full Name (Last, First, Middle Initial)		Date of Receipt
C. Lucy Mackinnon		07 / 11 / 2001
Mailing Address		
275 N Dear Park East		
City	State	Zip Code
Highland Park	IL	60045
FEC ID number of contributing federal political committee.		Amount of Each Receipt this Period
		3000.00
Name of Employer Next Ready		Occupation Business Owner
Receipt For:		Aggregate Year-to-Date *
Primary	General	6600.00
Other (specify) *		
		Transaction ID: SA11A1.4269

SUBTOTAL of Receipts This Page (copy and)	7250.00
TOTAL This Period (last page true line number only)	

 FEC Schedule A (Revised 1/2001)







**SCHEDULE A (FEC Form 3X)  
ITEMIZED RECEIPTS**

 Use separate schedule(s)  
for each category of the  
Detailed Summary Page

 FOR LINE NUMBER: PAGE 5/28  
(check only one)  
☒ 11a ☐ 11b ☐ 11c ☐ 12  
☐ 13 ☐ 14 ☐ 15 ☐ 16 ☐ 17

Any information copied from such Reports and Statements may not be sold or used by any person for the purpose of soliciting contributions or for comparable purposes, other than using the name and address of any political committee to credit contributions from such committee.

NAME OF COMMITTEE (in full)

CITY POLITICAL ACTION COMMITTEE (CITY PAC)

Full Name (Last, First, Middle Initial)

A. Bob Adner

Mailing Address

180 E Pearson #4008

City

Chicago

State

IL

Zip Code

60611

FEC ID number of contributing  
federal political committee.Name of Employer  
Cable Manufacturing

Occupation

Executive

Receipt For:

Primary

General

Other (specify) \_\_\_\_\_

Aggregate Year-to-Date \*

5000.00

Date of Receipt

M / M / Y  
04 / 12 / 2001

Amount of Each Receipt this Period

5000.00

Transaction ID: SA11A1.4130

Full Name (Last, First, Middle Initial)

B. Jim Hoffman

Mailing Address

1810 N Fremont #5

City

Chicago

State

IL

Zip Code

60614

FEC ID number of contributing  
federal political committee.Name of Employer  
Lower Life Newspapers

Occupation

Journalist

Receipt For:

Primary

General

Other (specify) \_\_\_\_\_

Aggregate Year-to-Date \*

500.00

Date of Receipt

M / M / Y  
01 / 08 / 2001

Amount of Each Receipt this Period

600.00

Transaction ID: SA11A1.4131

Full Name (Last, First, Middle Initial)

C. Andrew Heston

Mailing Address

77 S Deer Park Dr

City

Highland Park

State

IL

Zip Code

60055

FEC ID number of contributing  
federal political committee.Name of Employer  
Heston Realty

Occupation

Business Owner

Receipt For:

Primary

General

Other (specify) \_\_\_\_\_

Aggregate Year-to-Date \*

1000.00

Date of Receipt

M / M / Y  
01 / 01 / 2001

Amount of Each Receipt this Period

1000.00

Transaction ID: SA11A1.4123

6300.00

SUBTOTAL of Receipts This Page (optional)

TOTAL This Period (last page this line number only)

FEC Schedule A (Continued from)



**SCHEDULE B (FEC Form 3X)  
ITEMIZED DISBURSEMENTS**

 (Use separate schedules)  
for each category of the  
Detailed Summary Page

 FOR LINE NUMBER:  
(check only one)

<input type="checkbox"/> 21b	<input type="checkbox"/> 22	<input type="checkbox"/> 23	<input type="checkbox"/> 24	<input type="checkbox"/> 25
<input type="checkbox"/> 26	<input type="checkbox"/> 27	<input checked="" type="checkbox"/> 28a	<input type="checkbox"/> 28b	<input type="checkbox"/> 28c

PAGE 03/00

 All information supplied from such Reports and Statements may not be used or used by any person for the purpose of soliciting contributions  
for commercial purposes, other than using the name and address of any political committee to solicit contributions from such committee

NAME OF COMMITTEE ON FILE

CITY POLITICAL ACTION COMMITTEE (CITY PAC)

Full Name (Last, First, Middle Initial) <b>A. Andrew Hochberg</b>  Mailing Address 77 S Deer Park Dr City Highland Park State IL Zip Code 60038  Purpose of Disbursement 28 A Refund of Schedule B Candidate Name		Date of Disbursement 12 / 31 / 2001  Amount of Each Disbursement This Period 1000.00
Office Bought: House Senate President District:	Disbursement For: Primary General Other (specify) Y	Transaction ID: SB28A.4058
Full Name (Last, First, Middle Initial) <b>B. Larry Hochberg</b>  Mailing Address 275 N Deer Park East City Highland Park State IL Zip Code 60038  Purpose of Disbursement 28 A Refund of Schedule B Candidate Name		Date of Disbursement 12 / 31 / 2001  Amount of Each Disbursement This Period 800.00
Office Bought: House Senate President District:	Disbursement For: Primary General Other (specify) Y	Transaction ID: SB28A.4950

C.

SUBTOTAL of Disbursements This Page (optional)	1500.00
TOTAL This Period (last page line for number only)	1500.00

FEC Schedule B (Revised 1/2001)



